

# SPACE CONDITION REPORT

The purpose of this report is to document the condition of the leased space at the time of move in, move out, or for alterations to space. The Lessor or Lessor's Representative must accompany you on this survey. The survey must include **all** of the space we occupy.

Comments made on the general condition and appearance of the premises can be reported below. Specific notes of deficiencies, such as defaced or damaged walls, damaged or broken fixtures, or inoperative mechanical equipment, may be reported on the attached checklist.

Check one:              Move In ☐              Move Out ☐              Alterations ☐

Lease Number: 57-6395-\_\_\_\_\_ Date of Report:\_\_\_\_\_

Building Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rooms Occupied: \_\_\_\_\_ Square Footage Occupied: \_\_\_\_\_  
( actual measurement )

.....  
Describe Condition and Appearance:

.....  
**Continue on reverse side**  
.....

## REQUIRED SIGNATURES:

\_\_\_\_\_  
Owner or Owner's Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Title

FORWARD ORIGINAL TO:      **USDA, MRPBS, ASD, REALTY  
BUTLER SQUARE WEST, SUITE 600C  
100 NORTH SIXTH STREET  
MINNEAPOLIS, MN 55403-1588**